

# MILPITAS YOUTH FORCE

## YOUTH SUMMER JOB PROGRAM

The City of Milpitas Recreation and Community Services Department is excited to introduce the Milpitas Youth Force (MYF)! MYF is a youth summer job program that will prepare Milpitas teens, ages 15-18, to successfully and confidently enter the workforce by providing new opportunities, goal setting, hands-on exposure, breaking down barriers, career skill building and valuable job experience.

**JUNE 10 - AUGUST 2, 2019**

**| 8 WEEK PROGRAM | \$15 PER HOUR\* |**  
**| WEEKLY GOAL SETTING AND TRAINING |**

As a part of the program participants will be given:

- VTA Pass
- CPR/First Aid Certification
- Business attire stipend
- Team building opportunity

To apply please download the application from [www.ci.milpitas.ca.gov/recreation](http://www.ci.milpitas.ca.gov/recreation).

All materials should be submitted to Program Specialist, Andrea Hutchison at [ahutchison@ci.milpitas.ca.gov](mailto:ahutchison@ci.milpitas.ca.gov) or in-person to Milpitas Sports Center ATTENTION: Andrea Hutchison.

**Final Due Date: May 1, 2019 or once all spaces are filled.**

\*The first two weeks of the program are unpaid training.

For more information please call Program Coordinator (408) 586-3231.



# FREE Summer LUNCH for Kids

## Starting June 17, 2019

### Milpitas Unified School District

is offering your children healthy lunch at no charge during the summer months.

- ❖ Open to any youth under the age of 18
- ❖ Welcome walk-ins
- ❖ No application or registration
- ❖ First come first serve
- ❖ One nutritious, wholesome meal per kid
- ❖ Helps stretch families' food dollars



**ROBERT RANDALL**

**ELEMENTARY**

1300 Edsel Dr.

10:30 – 11:00 am

Monday-Thursday

*Last Day: July 25<sup>th</sup>*



**JOSEPH WELLER**

**ELEMENTARY**

345 Boulder St.

10:30 – 11:00 am

Monday-Thursday\*

*\*Open on 7/19*

*Last Day: July 24<sup>th</sup>*



**MILPITAS**

**SPORTS CENTER**

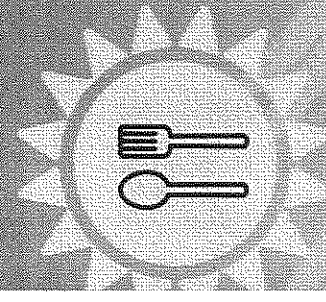
1325 E Calaveras Blvd.

11:30 am – 12:00 pm

Snack: 1:45-2:15 pm

Monday-Friday

*Last Day: August 9<sup>th</sup>*



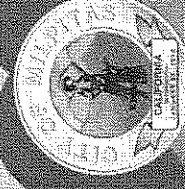
**MILPITAS**  
UNIFIED SCHOOL DISTRICT

Visit the California Department of Education Food Program Web page for additional sites in other counties: <http://www.cde.ca.gov/ds/sh/sn/summersites.asp>

*Meals must be picked up by the youth and consumed on campus.*

*All sites will be closed on July 4<sup>th</sup> 2019.*

*This institution is an equal opportunity provider.*





# COMIDA GRATIS DE VERANO PARA NIÑOS

## Comenzando el 17 de Junio del 2019

El Distrito Escolar Unificado de Milpitas está ofreciendo almuerzos saludables para sus niños sin costo alguno durante los meses del verano.

- ❖ Abierto a cualquier jóvenes menor de 18 años
- ❖ Todos son bienvenidos
- ❖ No hay necesidad de una aplicación o registración
- ❖ Primero en llegar, primero que se sirve.
- ❖ Una comida nutritiva y completa por joven
- ❖ Ayuda a estirar los dólares para alimentos de su familia

### **ROBERT RANDALL ELEMENTARY**

1300 Edsel Dr.  
10:30 – 11:00 am  
Lunes a Jueves  
Último Día: 25 de Julio

### **JOSEPH WELLER ELEMENTARY**

345 Boulder St.  
10:30 – 11:00 am  
Lunes a Jueves\*  
\*Está escuela estará abierta  
el Viernes 19 de Julio  
Último Día: 24 de Julio

### **MILPITAS SPORTS CENTER**

1325 E Calaveras Blvd.  
11:30 am – 12:00 pm  
Bocadillos/botanas: 1:45-2:15 pm  
Lunes a Viernes  
Último Día: 9 de Agosto

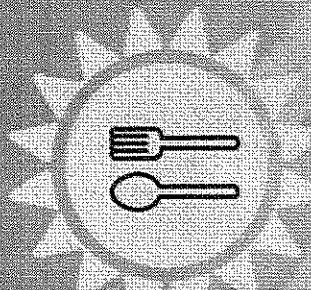
Visite la página web del Programa de Alimentos del Departamento de Educación de California para información de lugares adicionales que ofrecen este servicio en otros condados:

<http://www.cde.ca.gov/ds/sh/sn/summersites.asp>

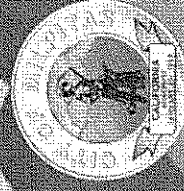
Las comidas deben de ser recogidas por los jóvenes y disfrutadas en el sitio que la reciben.

Todos los lugares estarán cerrados el Jueves 4 de Julio del 2019.

*Esta institución es un proveedor de igualdad de oportunidades.*



**MILPITAS**  
UNIFIED SCHOOL DISTRICT





Milpitas

## Lifeguard / Swim Instructor (15397251)

Year-Round Assignments + Summer Programs



**Category**  
Recreation



**Region**  
South Bay



**Job Type**  
Temporary



**Close Date**  
Until filled or  
until 999  
applicants



**Salary**  
\$13.50-\$16.75  
Hourly



**Additional  
Questionnaires**  
None

## Location

455 E. Calaveras Blvd Milpitas, 95035

## Description

Become a Lifeguard for the City of Milpitas!

### The Opportunity

The City of Milpitas Recreation Services seeks energetic, detail-oriented, enthusiastic and reliable individuals for temporary Lifeguards / Swim Instructors for the Aquatic programs at the Milpitas Sports Center. We offer flexible hours between 5:30am-9:00pm Monday-Sunday; limited to 999 hours in a fiscal year (July 1-June 30). Will be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

### What You Will Do

Under direct supervision of the Recreation Supervisor, Recreation Pool Manager and Recreation Assistant Pool Manager, Lifeguards / Swim Instructors will ensure the safety of facility patrons by preventing and responding to emergencies and instruct swim lessons for participants of all ages.

The essential functions of this position include: maintaining constant surveillance of patrons in the facility; acting immediately and appropriately to ensure the safety of patrons in the event of an emergency; providing emergency care and treatment as required until the arrival of emergency medical services; performing various maintenance duties as directed to maintain a clean and safe facility; preparing and maintaining appropriate reports; having thorough knowledge of rescue techniques; understanding and enforcing of facility rules, policies and procedures, having leadership, public relations skills and decision-making skills.

In addition, Swim Instructors are responsible for instructing all swim lesson participants, ensuring the safety of all participants in their class, instructing and evaluating students participating in swim lessons, submitting completed participant report cards on time and attending mandatory meetings and training sessions as scheduled.

The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

### Experience and Education

#### Lifeguard / Swim Instructor

- Minimum age at time of hire is 15 years old.
- Knowledge of and the ability to demonstrate skills in swim lesson instruction.
- Ability to work independently and possess energy and enthusiasm.
- Pre-Employment testing of swimming skills and knowledge through a Lifeguard Academy **(\*\*With your commitment to work for City of Milpitas Aquatics Lap Swim Shift 5:30am-8:30am on Mondays, Wednesday, and Fridays, we will certify you for FREE!)**
  - Must have experience in working with children (3 – 17 years of age) and adults (18+ years of age).

#### Swim Instructor

- American Red Cross Water Safety Instructor (WSI) certification preferred but not required

### License and Other Requirements


Upon selection, additional requirements include:

- Tuberculosis test.
- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check) if 18 years or older.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**Job PDF:**

 [LIFEGUARDS-NOW-HIRING-2.pdf](#)

## Benefits

- Flexible Schedules
- Free Gym Membership at the Milpitas Sports Center
- Competitive Pay
- Paid Sick Leave\*
- Lifeguard Training and Certification Available

\*Sick Leave paid up to 24 hours for employees with longevity of 3 months or more.

## Recruitment Contact

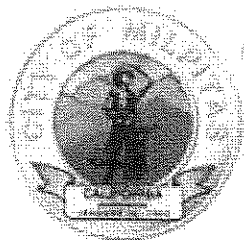
**Contact phone:** (408)586-3090

**Contact email:** [calopps@ci.milpitas.ca.gov](mailto:calopps@ci.milpitas.ca.gov)

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Milpitas

## Recreation Attendant (15536591)



**Category**  
Recreation



**Region**  
South Bay



**Job Type**  
Temporary



**Close Date**  
Continuous or  
until 999  
applicants



**Salary**  
\$12.00-\$16.00  
Hourly



**Additional  
Questionnaires**  
None

## Location

455 E. Calaveras Blvd Milpitas, 95035

## Description

### About the Position

The City of Milpitas Recreation Services seeks enthusiastic individuals for part time Recreation Attendant for Recreation Programs at all Recreation Facilities. Must be able to work flexible hours between 5:30am-9:15pm Sunday-Saturday; 20 - 25 hours/week and limited to 999 hours in a fiscal year (July 1-June 30). Will be required to work nights, weekends, and holidays. Actual work schedule to be determined through agreement with supervisor.

**Examples of Duties** - duties may include, but are not limited to, the following:

Under direct supervision of Recreation Staff, Building Attendant / Recreation Attendants will provide: facility-related services for the City of Milpitas Sports Center, Community Center and Senior Center during business hours, or non-business hours in conjunction with recreation programs, classes, and special events; scheduling and supervising the use of facilities at various



sites throughout the City; and related work as required. The individual must be able to represent the City of Milpitas Recreation Services in a professional manner and follow the City's and Recreation Services' policies and regulations.

### **Essential Job Functions**

(May include, but are not limited to the following):

- Confirms rentals / reservations and checks facility use schedules.
- Provides appropriate room setup and take down for classes, meetings, parties and special events.
- Ensure rooms are free of safety hazards
- Performs light cleaning and public restroom upkeep, removes trash, moves furniture and equipment and picks up supplies for programs, classes and meetings.
- Performs light corrective and preventive maintenance duties and reports maintenance issues requiring specialized staff.
- Monitors facility user groups by enforcing rules and regulation and securing and/or reporting damage or unsafe conditions.
- Serves as primary contact for evening and weekend events, responding to customer questions and ensuring policies and procedures are followed.
- Helps maintain the swimming pools, pool deck and pump room areas.
- Performs daily / weekly maintenance tasks of the fitness center, dance studios and swimming pools.

### **Working Conditions**

Position requires: prolonged sitting; standing; walking on level, uneven and slippery surfaces; reaching; twisting; turning; kneeling; bending; squatting and stooping in performance of daily activities. The position also requires grasping, repetitive hand movements and fine coordination using a computer keyboard and certain tools. The position also requires near and far vision when performing tasks such as inspections and repair work, in reading written work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push equipment, tools and supplies up to 100 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **Minimum Qualifications**

- Minimum age at time of hire is 18 years old.
- Graduation from High School or tested equivalent.
- Must have one year experience performing facility-related and customer service.

### **Desirable Qualifications**

- Previous experience directing the work of others.
- Previous experience performing housekeeping services in a public building.

### **Willingness to**

Work irregular hours, evenings and weekends as required.

### **Knowledge and Abilities**

The candidate would have knowledge of:





- Principles and practices for providing customer services. Safe work practices when working housekeeping chemicals and housekeeping assignments.
- Basic office procedures.
- Ability to operate a computer and various programs.

And ability to:

- Learn to follow directions, manuals and diagrams.
- Perform basic math.
- Understand and follow written and oral instructions.
- Follow safety and health regulations.
- Learn the operation of the assigned policies and procedures of the Recreation Department.
- Establish, maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Communicate effectively orally and in writing.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Ability to communicate tactfully with members of the public when performing housekeeping duties.
- Ability to work safely with cleaning chemicals and cleaning tools in a fully occupied building.
- Advanced customer service principles and practices.
- Basic report preparation.
- Basic personnel practices.
- Independently determine maximum room occupancy when setting up seating for public meetings, recreation activities or classroom instructions.
- Independently arrange furniture or equipment in a certain order or pattern according to a specific rule or set of rules (e.g. pictures, drawings, diagrams).

**Certifications-** First Aid / CPR / AED Certification (or ability to obtain with in 60 days of hire).

## Note

Upon selection, additional requirements include:

- Valid Social Security card.
- Fingerprint clearance (Department of Justice background check).

## To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) or [www.CalOpps.org](http://www.CalOpps.org) to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application.


Please submit a completed application and resume (front and back copies of all certification cards). The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the examination



process. Only those candidates most qualified will be invited to an interview. Verification of other required documentation may be required at a later date.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination and selection process will be made upon request. The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**Job PDF:**

 [2017.06.25 Recreation Attendant Part-Time.pdf](#)

## Recruitment Contact

**Contact phone:** (408)586-3090

**Contact email:** [calopps@ci.milpitas.ca.gov](mailto:calopps@ci.milpitas.ca.gov)

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Milpitas

## Student Intern (18023181)

Recreation/Community Services



**Category**  
Recreation



**Region**  
South Bay



**Job Type**  
Internship



**Close Date**  
Until filled



**Salary**  
\$15.00-\$20.10  
Hourly



**Additional  
Questionnaires**  
None

## Description

The Milpitas Recreations and Community Services Department is seeking a student intern to assist with community special events.

Job duties will consist, but are not limited to some of the following: contact vendors, setting up special events, working on holidays and weekends and more.

The hours will be 25 hours per week from July 2018 through June 2019.


### Days and Hours of Internship Assignment

Monday through Friday

Some Weekends and holidays

Hours varies

This position is a paid non-benefited, part-time opportunity, with a flexible schedule. Prior to assuming the role of Intern, candidates will be required to successfully complete a pre-employment process, including a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

**Job PDF:** [Student Internship Flyer\\_RecHospitality.pdf](#)

## Ideal Candidate

Prospective interns should be majoring in the field of Recreation and/or Hospitality and have an understanding of Special Events, ceremonies, and special occasions.

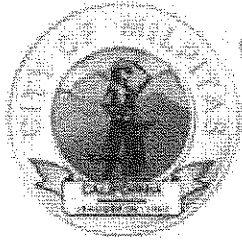
Interested candidates must have a strong interest in recreation, event management and have exceptional customer service skills.

## Recruitment Contact

**Contact phone:** (408)586-3090

**Contact email:** [calopps@ci.milpitas.ca.gov](mailto:calopps@ci.milpitas.ca.gov)

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Milpitas

## Recreation Leader - After the Bell Program (18568692)

Part-Time/ After the Bell Program



**Category**  
Recreation



**Region**  
South Bay



**Job Type**  
Part-Time



**Close Date**  
Continuous or  
until 999  
applicants



**Salary**  
\$13.50-\$18.00  
Hourly



**Additional  
Questionnaires**  
None

## Location

457 E. Calaveras Blvd Milpitas, 95035

## Description

**Salary Range:** \$13.50 - \$18.00/hr.

**Close Date:** Open Until Filled

### Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 328 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

## The Opportunity

The City of Milpitas seeks an enthusiastic individual for temporary Recreation Leaders for the After the Bell School Program for the Recreation Services Department. You may be required to work nights, weekends and holidays. You must be able to work between the hours of 2:00pm-6:00pm daily and possibly as early as 12:30pm on minimum school days.

## What You Will Do

Under direct supervision of the Recreation Leader IV, Recreation Leader V and Program Coordinator, Recreation Leaders will lead students in grades 1-6 in activities, games and other recreational activities at various elementary school sites.

The essential functions of this position include knowledge and/or experience working and/or supervising school age children ages 5-12 years old, lead games and activities, coordinate and implement daily activities. Must be able to lead participants, communicate activity objectives and rules clearly and effectively; provide information and direction to a wide variety of age groups, conduct games and activities following established rules, guidelines, and time limits; learn, retain and use safety rules and regulations; provide verbal and summarized written feedback on activities; supervise students. You must be able to multitask in a fast pace work environment. You must also be able to work independently off site and with other co-workers in compliance with City Rules and Regulations. Additional duties may include working Recreation Services activities and events as needed.

The incumbent must be able to represent the City of Milpitas in a professional manner and follow the City's and Recreation Services policies and regulations.

## Experience and Education

- Minimum age at time of hire is 16 years old
- Must have experience in working with school age children (5-12 years old)
- Must have current certification in American Red Cross First Aid and CPR, or within 60 days of hire date

## License and Other Requirements

Upon selection, additional requirements include:

- Tuberculosis test



- Valid Social Security card
- Fingerprint clearance (Department of Justice background check) if 18 years or older

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview.

### To Apply

Submit application, supplemental questions (if applicable), resume, copies of required certificates (if applicable) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090. *Online:* Visit the City of Milpitas website at [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov), scroll to the bottom of the page and click the Careers icon, next click the tab Temporary Opportunities, here you will find the job posting with the link that will send you to apply online via CalOpps. A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources. The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

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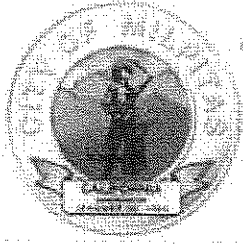
## Recruitment Contact

**Contact phone:** (408)586-3090

**Contact email:** [calopps@ci.milpitas.ca.gov](mailto:calopps@ci.milpitas.ca.gov)

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Milpitas

## Recreation Administrative Assistant (18924202)



**Category**  
Recreation



**Region**  
South Bay



**Job Type**  
Part-Time



**Close Date**  
Until filled or  
until 9999  
applicants



**Salary**  
\$13.00-\$18.00  
Hourly



**Additional  
Questionnaires**  
None

## Location

457 E. Calaveras Blvd Milpitas, 95035

## Description

Please click the Job PDF below for complete details regarding this opportunity.

### Job PDF:

 [Recreation Administrative Assistant - Part-time Clerical.pdf](#)

## Recruitment Contact

**Contact phone:** (408)586-3090

**Contact email:** [calopps@ci.milpitas.ca.gov](mailto:calopps@ci.milpitas.ca.gov)

